

**Lane Community College
Annual Security Report
2010 Calendar Year**

**Report Date
September 30, 2011**

Table of Contents

1.	Introduction – The Clery Act.....	5
2.	Campus Public Safety Office Mission.....	5
2.1	Vision.....	5
2.2	Contact Information.....	5
2.3	Services Provided by LCC Public Safety.....	5
3.	Reporting Criminal Actions, Crimes & Other Emergencies	6
3.1	Crime Reporting Procedure.....	6
3.2	Persons and Organizations That Can Assist with Reports of Criminal Offenses or Other Emergencies.....	8
3.3	Campus Security Authorities	8
3.3.1	Victim Resources.....	11
3.4	Confidential Reporting to Counselors.....	12
3.5	Accurate and Prompt Crime Reporting.....	12
3.6	Confidentiality of Crime Reports.....	12
3.7	Timely Warnings.....	12
3.8	Daily Crime Log.....	13
3.9	Lane Community College Emergency Communication Systems	14
3.9.2	Lane Annunciation.....	14
3.9.3	Smart Classroom Alerts	14
3.9.4	LCC Homepage Alerts.....	14
3.9.5	E-Mail	14
3.9.6	Campus Radio and Local Media.....	14
3.10	Reporting Annual Crime Statistics	15
3.10.1	The Clery Act.....	15
3.10.2	The Annual Security Report	15
3.10.3	Notice of the Annual Security Report.....	15
4.	Campus Access	16
4.1	Main Campus Building Access Procedure.....	17
4.1.1	Daily Campus Access	17
4.1.2	Securing Procedure, Day/Evening.....	17
4.1.3	Evening Program.....	17
4.1.4	After-Hours Access.....	17
4.1.5	Summer Schedule.....	18
4.1.6	Individual Access Requests	18
4.2	Key Procedure.....	18
4.2.1	Supervisor Responsibility	18
4.2.2	Individual Key Users Responsibility.....	18
5.	Campus Law Enforcement.....	18
5.1	Public Safety Enforcement Authority	18
5.2	LCC Public Safety First-Responder Services	19
5.3	LCC Public Safety Criminal History Search Authority	19
5.4	LCC Public Safety Enforcement of Student Code of Conduct and College Policies.....	20
5.5	LCC Public Safety Mandatory Reporting Requirements.....	20

5.6	Off-Campus Criminal Activity.....	20
6.	Crime Prevention and Security Awareness.....	21
6.1	Security Awareness.....	21
6.1.1	Staying Safe on Campus.....	21
6.1.2	Safety Tips.....	21
6.2	Crime Prevention Programs.....	22
6.2.1	Orientation to LCC Public Safety Services with Q/A Session.....	22
6.2.2	General Crime Prevention.....	22
6.2.3	Violence in the Workplace.....	23
6.2.4	Personal Safety.....	23
6.2.5	Preparing for an Active Shooter.....	23
6.2.6	Sexual Assault Prevention and Response.....	23
6.2.7	Self Defense.....	23
6.2.8	Security Survey.....	23
6.3	Crime Prevention Tips.....	24
6.3.1	Office Security.....	24
6.3.2	Key Control.....	24
6.3.3	Property Protection.....	24
6.3.4	Bicycle Theft.....	24
6.3.5	Personal Safety.....	25
6.3.6	Parking Lot Safety.....	25
6.3.7	Feel Threatened?.....	25
6.3.8	Incident Reporting.....	26
7.	Alcoholic Beverages and Controlled Substances Policy.....	26
7.1	Alcoholic Beverages may be Used/Served.....	26
7.2	Enforcement of Drug Laws.....	27
7.3	Drug and Alcohol Education Programs.....	27
7.4	Substance Abuse Prevention Policy.....	27
7.4.1	Student Statement.....	28
7.4.2	Staff Statement.....	28
7.4.3	Voluntary Counseling.....	28
8.	Sexual Assault Prevention and Response Policy.....	28
8.1	Prohibited Conduct.....	28
8.2	Unwanted Sexual Contact.....	28
8.3	Harassment Policy.....	28
8.4	Sexual Harassment Policy.....	29
8.5	Reporting Sexual Assault.....	29
8.6	Education and Assistance.....	29
8.7	Medical Services.....	30
8.8	Support services and contact numbers.....	30
8.9	Sexual Assault Victims/Survivors Rights.....	30
8.10	Sanctions.....	31
8.10.1	Student Sanctions.....	31
8.10.2	Staff Sanctions.....	31
8.11	LCC Public Safety Response Recommendations for Victims and Responders.....	31
8.11.1	Guidance for Victims of Sexual Assault.....	31
8.11.2	Guidance for Responders to a Sexual Assault.....	31

9.	Sexual Offender Registration.....	32
10.	Emergency Response	32
10.1	Emergency Response Plan.....	32
10.2	Emergency Contact Numbers	32
10.3	Emergency Response Team.....	33
10.4	Evacuation	33
10.5	Decision Making for Evacuation.....	33
10.6	Communications for Evacuations.....	34
10.7	Safety of the Community During an Evacuation.....	34
10.8	When Evacuation of Persons with Disabilities is Necessary	34
11.	Crime Statistics.....	35

1. Introduction – The Clery Act: The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)* requires educational institutions to provide current and prospective students and employees with the security policies, regulations and crime statistics of the college. Lane Community College Public Safety protects individuals and property by providing a range of public safety services and information. LCC Public Safety believes that an informed community is a safer community. The following policies, procedures, statistics and programs are intended to increase awareness of, and to provide data on, the incidence of reported crimes, and certain arrests on college property, in areas adjacent to the campus and at college-sponsored events.

For more information regarding LCC Public Safety or to request a printed copy of this report, contact the LCC Public Safety Office at (541) 463-5558. Additional information about LCC Public Safety and links to this report may also be found at www.lanecc.edu/psd.

2. Campus Public Safety Office Mission:

- Provide a safe educational environment
- Provide informative, educational public safety information
- Detect and respond to emergency situations
- Integrate best standards of law enforcement and student development into operational practices and into the learning experience

2.1 Vision. Create, foster and maintain a quality educational learning environment by ensuring that professional service is provided to all students, staff, faculty and visitors at Lane Community College.

2.2 Contact Information. The LCC Public Safety Office at Lane Community College Main Campus is located in Building #13, Room 107. The office is open from 8 am – 5 pm Monday through Friday. LCC Public Safety Officers are on the Main Campus (30th Ave, Eugene) 24 hours a day, 7 days a week. Officers are also stationed at the Downtown Center as scheduled. Officers may be contacted during business hours by calling (541) 463-5558 and at (541) 463-5555 for emergencies. LCC Public Safety has contracted for after-hours and evening dispatch services with the University of Oregon.

2.3 Services Provided by LCC Public Safety. LCC Public Safety services provided include:

Patrol service; Lost and Found; key management; management of the access control system; monitoring alarm systems for the main and satellite campuses; after hours entry assistance; provision of portable battery packs (jump-start) for checkout with two pieces of identification; background investigation (including fingerprinting and criminal history); emergency response (i.e. fire, medical, disaster); conducting safety escorts; monitoring parking on the main campus; and crime prevention

presentations to departments, groups, and organizations.

3. Reporting Criminal Actions, Crimes & Other Emergencies

3.1 Crime Reporting Procedure (www.lanecc.edu/cops/crime.htm). All crimes occurring on Lane Community College property, or at Lane Community College sponsored events, should be reported to LCC Public Safety by calling (541) 463-5555 or 911 if it is an emergency (See [Emergency Plan-http://www.lanecc.edu/cops/eplan.htm#numbers](http://www.lanecc.edu/cops/eplan.htm#numbers)). For non-emergency situations, call (541) 463-5558 or make a report in person (Building 13, Room 107) to report crimes, or violations of the [Student Code of Conduct: http://www.lanecc.edu/cops/stdntlnk.htm](http://www.lanecc.edu/cops/stdntlnk.htm). Non-emergency reports should be done within 24 hours of occurrence of the event reported.

Main Campus: LCC Public Safety emergency only number is (541) 463-5555 or 911.

There are several emergency “BLUE” telephones located outside on the main Lane Community College Campus. These phones connect directly to Emergency dispatch for LCC Public Safety.

Emergency “RED” phones are located inside buildings throughout the main campus and connect directly to the LCC Public Safety Emergency line: (541) 463-5555.

All elevator phones connect directly to the LCC Public Safety Emergency line: (541) 463-5555.

Emergency numbers and law enforcement information for other College locations:

Downtown Center:

Eugene Police Department
777 Pearl Street
Eugene, OR 97401
Dial: (541) 463-5555 or 911

Florence Center:

Florence Police Department
900 Greenwood Street
Florence, OR 97439
Dial: 911

Cottage Grove Center:

Cottage Grove Police Department
400 East Main Street
Cottage Grove, OR 97424-2034
Dial: 911

Flight Aviation Center:

Eugene Police Department
777 Pearl Street
Eugene, OR 97401
Dial: 911

Wildish Business Center:

Eugene Police Department
777 Pearl Street
Eugene, OR 97401
Dial: (541) 463-5555 or 911

KLCC Radio Station:

Eugene Police Department
777 Pearl Street
Eugene, OR 97401
Dial: 911

When a crime is reported, whether by calling LCC Public Safety or by making a report in person at Building 13, Room 107, Public Safety Officers will determine the appropriate level of investigation and will report crimes of serious impact to the Lane County Sheriff's Department or the Eugene Police Department. A written incident report will be generated and may be available to crime victims for assistance with insurance claims, crime reporting, and other actions. All written reports released will comply with [FERPA \(Family Education Rights and Privacy Act\)](#). To request a written incident report, contact LCC Public Safety at (541) 463-5558.

All persons have the right to report a crime directly to the Lane County Sheriffs Office, or other law enforcement agency within their jurisdiction, when a crime is committed against them or their personal property while on Lane Community College property, or at a Lane Community College sponsored event. LCC Public Safety encourages individuals to report all crimes against them or their personal property that occur on Lane Community College property or at a Lane Community College event to the Lane County Sheriff's Office or other law enforcement agency. Crimes may be reported to the Lane County Sheriff's Office at: 125 East Eighth Avenue, Eugene, Oregon, 97401 or by calling 911 for emergencies or (541) 682-4150 for non-emergencies.

All losses of college owned property, for any reason, should be reported to Lane's Chief Financial Officer at (541) 463-5516. The Chief Financial Officer will review applicable insurance coverage (see [Insurance: Property and Liability- http://www.lanecc.edu/cops/insurst.htm](http://www.lanecc.edu/cops/insurst.htm)) All losses of college owned property as the result of a possible crime should also be reported to LCC Public Safety within 24 hours of knowledge of the occurrence.

3.2 Persons and Organizations That Can Assist with Reports of Criminal Offenses or Other Emergencies. In addition to calling in an emergency or a crime report to LCC Public Safety at (541) 463-5555 or making a report in person at the LCC Public Safety Office (Building 13, Room 107), students and employees may report to any of the following persons or organizations:

CAMPUS ORGANIZATIONS/AGENCIES WHERE CRIMES MAY BE REPORTED

Department	Title	Location	Phone Number
Department of Public Safety	Manager of Public Safety	Bldg 13 Rm 107	(541) 463-5558 (Dispatch) (541) 463-5555
Office of Academic and Student Affairs	Executive Dean of OASA	Bldg 3, 2 nd Floor	(541) 463-5732
Office of Finance	Chief Financial Officer	Bldg 3, Rm 207	(541) 463-5516
Student Activities	Associate Dean of Student Affairs	Bldg 1, Rm 206	(541) 463-5336
Multi-Cultural Center	Program Coordinator	Bldg 1, Rm 201	(541) 463-5276
International Student Program	Student Advisor	Bldg 11, Rm 242	(541) 463-3404
The Women's Center	Coordinator of Women's Center	Bldg 1, Rm 202	(541) 463-5353
The Health Clinic	Health Clinic Manager	Bldg 18, Rm 101	(541) 463-5565
Downtown Center	Director of DTC	1059 Willamette St, Eugene, OR	(541) 463-5915
Florence Campus	Director Florence Campus	3149 Oak St. Florence, OR	(541) 997-8444
Cottage Grove Campus	Executive Director of Cottage Grove Campus	1275 S. River Rd, Cottage Grove, OR	(541) 463-4202

In addition, the following individuals have significant responsibility for student and campus activities. Alleged serious crimes that are reported to these individuals are reported to LCC Public Safety in the form of an incident report. "Serious crimes" refers to those crimes required to be reported by the *Clery Act*.

3.3 Campus Security Authorities

Name, Title and Department	Email	Phone Number
Mona Arbuckle (Kathleen) Health Clinic Manager Health Clinic	arbucklek@lanecc.edu	(541) 463-5665
Joan Aschim Public Information Officer Marketing/Public Relations	aschimj@lanecc.edu	(541) 463-5591
Steve Barton Management Hourly KLCC-FM	bartons@lanecc.edu	(541) 463-6006

Name, Title and Department	Email	Phone Number
Rodger Bates <i>Interim Div. Dean – HPE/Athletics</i> Health & P.E.	batesr@lanecc.edu	(541) 463-5547
Stephen Boulton <i>Management Administration</i> Aviation Academy	boultons@lanecc.edu	(541) 463-4302
Jill Bradley Woman's Center	bradleyj@lanecc.edu	(541) 463-5298
Susan Carkin <i>Dean, Language, Literature, and Communications</i>	carkins@lanecc.edu	(541) 463-5418
Dennis Carr <i>Chief Human Resources Officer</i> Human Resources	carrd@lanecc.edu	(541) 463-5585
Ben Castle <i>Public Safety Officer 1</i> Public Safety	castle@lanecc.edu	(541)463-5559
Sonya Christian <i>VP of Academic/Student Affairs</i> VP of Academic/Student Affairs Office	Christians@lanecc.edu	(541) 463-5302
Andria Clements <i>Public Safety Officer 1</i> Public Safety	clements@lanecc.edu	(541)463-5559
Paul Croker <i>Dean, Advanced Technology</i>	crokerp@lanecc.edu	(541) 463-5710
Barbara Delansky <i>Div. Dean – StuLife/MCC/Women's Prog.,</i> Student Life Leadership Development	delanskyb@lanecc.edu	(541) 463-5337
Jerry DeLeon <i>Associate Dean Counseling/Adv. Counseling</i>	deleonjf@lanecc.edu	(541) 463-5870
Dawn DeWolf <i>Dean, ABS/Workforce</i>	dewolfd@lanecc.edu	(541) 463-5515
Gregory Evans <i>Faculty Instructor</i> Student Life and Leadership Development	evansg@lanecc.edu	(541)463-5340
Jennifer Falzerano <i>Director, International Programs</i>	falzeranoj@lanecc.edu	(541)463-3413
James Florendo <i>Faculty Instructor,</i> Student Life and Leadership Development	florendoj@lanecc.edu	(541) 463-5238
James Garcia <i>Faculty Instructor,</i> Student Life and Leadership Development	garciaj@lanecc.edu	(541) 463-5144
Helen Garrett <i>Executive Dean- Student Services</i>	garretth@lanecc.edu	(541) 463-5725
Chris Hanneson <i>Public Safety Officer 1</i> Public Safety	hannesonc@lanecc.edu	(541)463-5559
Jim Harris <i>Public Safety Officer 2</i> Public Safety	harrisjl@lanecc.edu	(541) 463-5558
Mark Harris <i>Faculty Instructor</i> Counseling	harrism@lanecc.edu	(541) 463-5178

Name, Title and Department	Email	Phone Number
Sharon Henson <i>Public Safety Admin Specialist</i> Public Safety	hensons@lanecc.edu	(541)463-5558
David Jones <i>Public Safety Officer 1</i> Public Safety	jonesd@lanecc.edu	(541)463-5559
Jenette Kane <i>Director – Continuing Education, Business Dev. Center & Employee Training</i>	kanej@lanecc.edu	(541) 463-5915
Brian Kelly <i>Dean, Culinary and Hospitality</i>	kellyb@lanecc.edu	(541) 463-3510
Stacey Kiser <i>Faculty Instructor</i> Science	kizers@lanecc.edu	(541)463-5047
Donna Koechig <i>Exec. Director-Diversity/POD/Commun., Presidents Office</i>	koechigd@lanecc.edu	(541) 463-5307
Mary Jeanne Kuhar <i>Dean, Florence Center</i>	kuharm@lanecc.edu	(541) 463-4503
Carol McKiel <i>Program Director, TRiO</i>	mckielc@lanecc.edu	(541)463-3132
Don McNair <i>Executive Dean Academic Affairs</i> Trans, VP Academic & Student Affairs Office	mcnaird@lanecc.edu	(541) 463-5306
Ken Murdoff <i>Dean, Social Sciences</i>	murdoffK@lanecc.edu	(541) 463-5430
Andrea Newton <i>Executive Dean Academic Affairs, Tech, VP Academic and Student Affairs Office</i>	newtona@lanecc.edu	(541) 463-5315
Sue Norton <i>Management Coordinator-CFE</i> Child & Family Education	nortons@lanecc.edu	(541) 463-3301
Robert Olafson <i>Public Safety Officer 1</i> Public Safety	olafsonr@lanecc.edu	(541)463-5559
Walden Perkins <i>Public Safety Officer 2</i> Public Safety	perkinsw@lanecc.edu	(541)463-5559
Debra Roach <i>Public Safety Admin Specialist</i> Public Safety	roachd@lanecc.edu	(541)463-5558
Lisa Rupp <i>Public Safety Officer 1</i> Public Safety	ruppl@lanecc.edu	(541) 463-5559
Jake Ryker <i>Public Safety Officer 1,</i> Public Safety	rykerj@lanecc.edu	(541) 463-5558
Ryan Sager <i>Public Safety Officer 1</i> Public Safety	sager@lanecc.edu	(541)463-5559
Mike Schneider <i>Public Safety Officer 1</i> Public Safety	schneiderm@lanecc.edu	(541) 463-5559
Greg Sheley <i>Athletic Director, Athletics and Health & P.E.</i>	sheleyg@lanecc.edu	(541) 463-3164

Name, Title and Department	Email	Phone Number
Tracy Simms <i>Assistant to the President</i>	simmst@lanecc.edu	(541) 463-5889
Jace Smith <i>Public Safety Manager</i>	smilthjl@lanecc.edu	(541) 463-5561
Bill Speicher <i>Public Safety Officer 1, Public Safety</i>	speicherb@lanecc.edu	(541) 463-5559
Alyse Stone <i>Director, Specialized Support Services</i>	stonea@lanecc.edu	(541) 463-5101
Chantal Thomas <i>Public Safety Office 2, Public Safety</i>	thomasc@lanecc.edu	(541) 463-5559
Mike Thorne <i>Public Safety Officer 1 Public Safety</i>	thornem@lanecc.edu	(541)463-5559
Chris Turner <i>Public Safety Officer 1 Public Safety</i>	turnerc@lanecc.edu	(541)463-5559
Sarah Ulerick <i>Dean, Science</i>	ulericks@lanecc.edu	(541) 463-
Katherine Vos <i>Housekeeping Manager Facilities Management and Planning</i>	vosk@lanecc.edu	(541) 463-3455
Rick Williams <i>Dean, Arts</i>	williamnsr@lanecc.edu	(541) 463-5139

3.3.1 Victim Resources. Victims of crimes are advised that the following web pages and agencies describe crime victims' rights, their legal recourses, and other resource information.

Victim Bill of Rights:

http://courts.oregon.gov/Columbia/Victims_Rights.page

Columbia Circuit Court

230 Strand Street

St. Helens, Oregon 97051

Telephone: (503) 397-2327

Crime Victims Assistance Network

<http://oregonvictims.org/>

P.O. Box 43

Salem, OR 97308

Telephone: (503) 434-7510

Oregon Department of Justice Crime Victim Services

<http://www.doj.state.or.us/crimev/crimevicrights.shtml>

Oregon Department of Justice

1162 Court Street NE

Salem, OR 97301-4096

General phone number: (503) 378-4400

3.4 Confidential Reporting to Counselors. Students and staff may report crimes to Counseling staff employed by the College's Counseling Department. Counselors will keep information reported to them by a client confidential in accordance with Oregon law. Students and staff are welcome to ask for clarification of the confidentiality guidelines if they have concerns. Counselors are encouraged to provide LCC Public Safety with non-identifying summary information of any criminal activity on College property. This anonymous reporting will allow the LCC Public Safety Department to address campus safety issues and to include the reported crime in its Annual Crime Statistics report. Reporting a crime also allows LCC Public Safety to provide timely warning notices to the College community when appropriate.

3.5 Accurate and Prompt Crime Reporting
(<http://www.lanecc.edu/cops/eplan.htm>). Community members, students, faculty, staff and guests are encouraged to report all crimes, public safety and security related incidents to the LCC Public Safety Office in a timely manner.

LCC Public Safety will investigate a report when it is deemed appropriate, and may forward reports to the Associate Dean of Students Affairs for review and potential action.

If assistance is required from other agencies, LCC Public Safety will contact the appropriate unit. If a sexual assault should occur, staff on the scene, including LCC Public Safety, will offer the victim a wide variety of services. The LCC Public Safety Office has access to sexual assault support services available to assist a victim 24 hours a day.

Crimes should be reported to LCC Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

3.6 Confidentiality of Crime Reports. When a criminal incident is reported to the Main Campus Public Safety Department that occurred or is occurring on Lane Community College property or at Lane Community College sponsored events, LCC Public Safety reports it to the appropriate law enforcement agency in order to insure appropriate follow-up and investigation of the reported crimes. LCC Public Safety also completes its own Incident Report.

Victims or witnesses may report crimes on a voluntary or confidential basis to the Associate Dean of Academic and Student Affairs at (541) 463-5746, the Women's Center (541) 463-5353; the Counseling Center (541) 463-5322 or the Human Resources Department at (541) 463-5211. Information reported to these sources will be included in the annual campus crime data and will be used to assess and modify safety measures on campus, including timely warnings. **However**, no formal police investigation or LCC Public Safety incident report will be generated.

3.7 Timely Warnings. In the event that a situation arises, either on or near campus, that, in the judgment of the Emergency Manager or Manager of LCC Public Safety, constitutes an

ongoing or potential threat to members of the campus community, a campus wide “timely warning” will be issued. The timeliness of the warning depends on the urgency of the circumstances. When an immediate warning is needed, the College has broadcast capabilities for every building on its main campus. Notification of an immediate, urgent threat of harm to the campus community will be done using the broadcast system. The College also has the capability to send immediate phone and text messages to all students and staff within minutes.

When LCC Public Safety becomes aware of any less-immediate threat to campus safety and/or security, bulletins (known as Lane Crime Alerts) are sent by e-mail, and up-to-date information is posted on www.lanecc.edu. Local media outlets, including the Torch, an independent student newspaper circulated widely on the LCC campus, are used to further disseminate information in and around the campus area. Additionally, *The Lane Weekly*, an online staff newsletter, is used to notify LCC staff of public safety information.

Notifications include specific information about time, location, the nature of the threat and, when available, a general physical description of the suspect or suspects. In compliance with the provisions of the *Clery Act*, the decision to issue a timely warning will be made considering a number of factors, including the possible risk of compromising law enforcement efforts.

Notices may also be posted around the campus as needed. LCC Public Safety Officers and other college officials take these steps when students, faculty and staff members need to take steps necessary to protect their safety.

3.8 Daily Crime Log. The Daily Crime Log is a record of all crimes reported to LCC Public Safety. It is available for review in the LCC Public Safety Office, Building #13, Room 107, at all hours the office is open. The Daily Crime Log includes crimes reported to LCC Public Safety at all LCC controlled locations including the Main Campus (30th Ave), Downtown Center, Florence Center, Cottage Grove Center, LCC Flight Technologies and LCC at Wildish. Persons not on the Main Campus who wish to view the Daily Crime Log should contact LCC Public Safety at (541) 463-5558 and a copy will be faxed, emailed, or mailed to the person making the inquiry.

A Daily Crime Log is maintained at the LCC Public Safety Office, Building 13, Room 107, and is available for inspection by the public at any time the LCC Public Safety Office is open to the public (typically this means 8:00 a.m. to 5:00 p.m., Monday-Friday). The Daily Crime Log contains all crimes reported to LCC Public Safety and includes:

- Date
- Time
- Nature of the incident
- General location
- And the disposition of the incident (if known)

In most cases the incident information will be available in the Daily Crime Log no later than two

business days after a crime is reported. There are exceptions to this policy. Daily Crime Log information may be withheld when such information:

- Is prohibited by law from disclosure;
- Would jeopardize the confidentiality of a victim;
- Would jeopardize an ongoing investigation or the safety of an individual;
- Would cause a suspect to flee or evade detection; or
- Would likely result in the destruction of evidence.

3.9 Lane Community College Emergency Communication Systems. LCC places the safety of its students, employees and visitors as its highest priority. To keep you informed in emergency situations LCC has developed a comprehensive emergency communication system. The purpose of the system is to keep students, faculty and staff informed about critical campus safety issues. The emergency communication system includes the following methods of communication:

3.9.1 **“Lane Alert!”** is a text notification system, provided by Blackboard Connect-Ed, that allows the college to send emergency text messages to students, faculty and staff through their registered personal cellular devices.

3.9.2 **Lane Annunciation** is a broadcast system that allows the college to broadcast emergency messages to all buildings on the main campus.

3.9.3 **Smart Classroom Alerts** exist in several classrooms around campus that are considered “smart classrooms” because they have control panels that control all of the technology in the room including computers, projectors, televisions, DVD players and lights. The control panels in the rooms can display emergency alert information that can be used in conjunction with **Lane Alert!** messages to make sure that faculty and students in classrooms can be alerted that a **Lane Alert!** message has been sent.

3.9.4 **LCC Homepage Alerts** allows the LCC Emergency Management staff to post emergency alerts on the LCC home page from any Internet-connected computer.

3.9.5 **E-Mail** - LCC has the ability to send mass distribution emails to students, faculty and staff members with lanecc.edu email or personal email addresses.

3.9.6 **Campus Radio and Local Media** – Local media includes the LCC FM radio station (KLCC 89.7) as well as other local radio and television media outlets.

LCC Public Safety Department’s goal is to communicate emergency information in many different ways to ensure that the most people receive emergency notifications as quickly as possible.

Anyone with information warranting a timely warning should report the circumstances to LCC Public

Safety by phone at (541) 463-5555 or in person at the LCC Public Safety Office in Building 13, Room 107.

3.10 Reporting Annual Crime Statistics.

3.10.1 The Clery Act. LCC Public Safety is responsible for gathering statistics on criminal activity on and near campus, identifying reportable crimes and delivering reports of this data annually. *The Clery Act* requires the college to submit crime statistics reports to the U.S. Department of Education and to provide an Annual Security Report to members of the campus community that includes crime statistics for incidents that occur on College property, on adjacent public property and on student organization properties. The *Clery Act* also requires reports of student disciplinary referrals, and student arrests for drug, alcohol, and weapons offenses. Finally, *The Clery Act* requires reports of any hate crimes. Lane Community College does not have any off-campus buildings or properties owned or leased by an officially recognized student organization.

3.10.2 The Annual Security Report. The LCC Public Safety Department collects crime statistics each summer for the previous calendar year to be reported in its Annual Security Report. In addition to LCC Public Safety Department records, data for the Annual Security Report is collected from the Office of Academic and Student Affairs, the Human Resources Department, local law enforcement agencies and reports from campus security authorities (See Section 3.3). As this data is statistical only, it does not include the names of any of the individuals involved. When criminal activity occurs outside of the jurisdiction of LCC Public Safety, a local law enforcement agency follows its own procedures to create a police report for each incident. The LCC Public Safety office receives this data, and reviews it to ensure that there are no duplications in reporting efforts between LCC Public Safety and outside reporting agencies.

When a crime is reported to LCC Public Safety, individual reports may be forwarded to other law enforcement agencies and other areas of Lane Community College and/or other agencies for follow-up. In some cases involving lesser offenses, the report will be forwarded to the Judicial Advisory Team in the Office of the Vice President of Academic and Student Affairs for adjudication through the campus's student disciplinary referral process. Refer questions or comments regarding crime statistics reports to the LCC Public Safety Manager at (541) 463-5558.

The Annual Security Report is released on October 1st of each year, and includes crime statistics for the preceding three years. The full text of this report can be located on the LCC Public Safety web site at: www.lanecc.edu/psd/Clery/Clery.pdf.

Hard copies of this report may be picked up at the Public Safety Office in Building 13, Room 107 during normal business hours.

3.10.3 Notice of the Annual Security Report. Notice of the availability of the college's Annual Security Report is published each term in The Community Education Class Schedule, the college's class schedule, which is mailed to all residents in Lane County, Oregon with the

exception of Florence residents. In Florence, a Florence campus class schedule is mailed to all residents in the Florence area that includes a notice of the availability of the college's Annual Security report. By October 1st of each year, all enrolled students and employees receive an email notification regarding the content and availability of the Annual Security Report. The email provides information regarding how to access the report via the Internet and how to request a printed copy of the report. To request a printed copy of this report, contact the LCC Public Safety Office at (541) 463-5558.

The electronic postcard (see below) is distributed via email to:

- All Faculty and staff
- All students (currently enrolled and those who have applied by October 1st)
- Prospective students who do not fall into the above category receive the notification as part of an information packet. This notification is posted in the following locations:
- Human Resources Website (for prospective employees)
- Admissions Website (for prospective students)

The content of the notice is:

October 1, 2011

Dear Lane Community College Faculty Member, Staff Member, Student, or Prospective Student:

In compliance with federal law, Lane Community College prepares an annual report on campus security programs and services. Originally enacted in 1990, the federal law was amended in 1998 and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A copy of the 2010 Lane Community College Annual Security Report is available online at <http://www.lanecc.edu/psd/Clery/Clery.pdf>. This report includes statistics for the previous three years concerning reported campus crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Lane Community College; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security such as policies regarding alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

You can obtain a copy of this report by accessing the above website, or by contacting the Lane Community College Public Safety Office at (541) 463-5558, or writing to us at 4000 East 30th Avenue, Eugene, OR 97405.

4. Campus Access (www.lanecc.edu/cops/baccess.htm).

LCC's Main Campus on 30th Avenue. The main campus is open to the public daily from 6 a.m. to 11 p.m. LCC Public Safety Officers securely lock all entry gates that provide parking lot access at 11:00 p.m. and open the gates at 6:00 a.m. the following morning.

Buildings are open to the public on days classes are in session and other days as posted. Campus buildings are closed to the public during designated holiday periods and other times as posted. Admittance to secure buildings is obtained by a College-issued metal key, electronic key-card or with the assistance of an LCC Public Safety Officer. LCC Public Safety Officers will not admit the general public or students to secured buildings without the supervision of a staff person. Identification will be required unless the person is known to the officer.

The Downtown Center, Cottage Grove and Florence campuses have separate posted hours. Admittance after hours is obtained with a College-issued key or with staff permission.

At present, Lane Community College does not have residential facilities.

Facilities Management and Planning is responsible for maintaining all campus property including doors, locks, exterior lighting and grounds. LCC Public Safety is responsible for issuing keys and key-cards to campus facilities. All persons on campus are encouraged to report possible safety and security hazards to either LCC Public Safety at (541) 463-5558 or Facilities Management and Planning at (541) 463-5216.

4.1 Main Campus Building Access Procedure. LCC Public Safety has an established procedure for building access that is designed to protect all college buildings, facilities and equipment and to preserve the safety of individuals while on campus. The procedure ensures that college facilities and property are used for authorized purposes and that proper supervision by appropriate staff members is provided.

4.1.1 Daily Campus Access. By 8 a.m., Monday through Friday, except days of school closure, most outside doors to the college will be opened for the business day. Faculty and Staff may exclude specific doors from being unlocked by contacting Facilities, Management, and Planning at (541) 463-5562 or by sending a work order or request to: FacilitiesOffice@lanecc.edu.

The Facilities Department is responsible for unlocking exterior doors during regular-schedule days Monday through Friday. LCC Public Safety Department is responsible for unlocking scheduled doors on weekends and holidays.

4.1.2 Securing Procedure, Day/Evening. Most college buildings are secured beginning at 5:00 p.m., Monday-Friday.

4.1.3 Evening Program. During the hours of 6:30 p.m. to 10:30 p.m., only the rooms that have been scheduled for classes or activities on Resource-25 (R25) will be opened. All evening program building/room access must be set up in advance through R25.

4.1.4 After-Hours Access. To prevent unsupervised use of facilities (such as labs and classrooms after hours and weekends), LCC Public Safety Officers will not open any

department area for student use unless the activity has been scheduled through R25 and the designated staff supervisor is present. Any persons requesting building access during after hours or weekends must be referred to the LCC Public Safety Officer on duty.

4.1.5 Summer Schedule. During the summer months only, rooms that have been scheduled for classes or activities on R25 will be opened. For those departments that will be open for only a portion of the summer, this should be so noted on R25.

4.1.6 Individual Access Requests. Before a Public Safety Officer admits any staff member to any area of the College, the Public Safety Officer will positively identify the staff member and record this information in the Calls for Service Log. This log information includes the staff member's name, the area and/or building accessed and the purpose of entry. No Public Safety Officer will permit student entry into any department area that is closed or unstaffed unless the student is a College employee who has been granted permission to access an area without a regular faculty or staff member present (i.e. student assistant preparing a classroom).

4.2 Key Procedure. Control of keys is necessary to maintain campus security and safety and to safeguard all College buildings, equipment, and other facilities. The distribution and tracking of keys is the responsibility of LCC Public Safety. Maintenance of locking devices and the production of keys is the responsibility of the Facilities Management and Planning Department. The possession and use of keys is the responsibility of each individual key holder. Typically, department heads, deans and other members of the management team will request and authorize keys for subordinate employees at the College. Requests for keys to desks and other furniture, safes, lockers, special storage units, building service areas or to equipment such as vehicles can be made directly to Facilities Management and Planning.

4.2.1 Supervisor Responsibility. When a staff person retires or terminates employment with the College, the retiring/terminating staff person's immediate supervisor should notify LCC Public Safety prior to the employee's last day of work. The notice should state the day on which the leaving staff person will bring his or her keys to the LCC Public Safety office to turn them in.

4.2.2 Individual Key Users Responsibility. Persons issued College keys should safeguard these keys against loss or theft. If a loss or a theft occurs, it should be reported to LCC Public Safety immediately. Any staff person possessing keys that have not been authorized is subject to disciplinary action.

5. Campus Law Enforcement.

5.1 Public Safety Enforcement Authority. LCC Public Safety Officers are the primary security and law enforcement providers on campus. LCC Public Safety Officers are authorized under ORS 341.300 to enforce traffic laws, traffic control and parking as well as College regulations and rules on College property. LCC Public Safety Officers have authority to enforce the Student Code of Conduct (<http://www.lanecc.edu/cops/conduct.htm>) which prohibits violating federal,

state or local law on College premises, including drug and alcohol violations and weapons violations. LCC Public Safety Officers may use arrest authorities under ORS 133.225. LCC Public Safety Officers may also act under the direction of or pursuant to an agreement with a law enforcement agency such as the Lane County Sheriff's Office or Eugene Police Department (for example, closing public roads or directing traffic on public roads during an emergency).

LCC Public Safety's authority covers the geographical boundaries of Lane Community College's properties (including land, structures, parking facilities, and parking lots). Officers may legally request and require driver and vehicle identification and verification of vehicle registration and insurance.

LCC Public Safety has authority for the enforcement and investigation of College Policies and Procedures, where those procedures meet one or more of the following criteria:

- a) the alleged act is concomitantly a violation of local, state or federal law;
- b) the alleged act is in "internal matter" where the primary rule violation is listed in COPPs and Human Resources, Academic Student Affairs, or another College Administrator, who routinely adjudicates or determines disciplinary outcomes for members of the Lane Community College community, when such matters are not customarily violations of law requests LCC Public Safety investigation.

LCC Public Safety works in conjunction with state and local law enforcement agencies in the reporting, investigation and resolution of reported criminal activity. Lane County Sheriff's Deputies respond to incidents on the Main Campus. Eugene, Florence and Cottage Grove Police Officers respond to incidents at the College locations within their respective jurisdiction.

LCC Public Safety employs students as Public Safety Aides. These students assist LCC Public Safety Officers with parking enforcement, building security and safety escorts.

5.2 LCC Public Safety First-Responder Services. LCC Public Safety Officers deliver first-responder emergency services, patrol service, and perform a wide range of public safety functions. Criminal offenses are investigated by LCC Public Safety, often in tandem with other agencies such as the Lane County Sheriff's Office, the FBI, Eugene Police Department, and other local, state, and federal police agencies. LCC Public Safety has interagency radio communication with several local law enforcement agencies and with the local fire service. LCC Public Safety Officers provide primary response to the following offenses committed on the College's premises: [aggravated assault](#), [forcible rape](#) (all sexual assaults), [murder](#), [robbery](#), [arson](#), [burglary](#), [larceny-theft](#), and [motor vehicle theft](#), simple assault, curfew offenses and loitering, embezzlement, forgery and counterfeiting, disorderly conduct, driving under the influence, drug offenses, fraud, gambling, liquor offenses, offenses against the family, prostitution, public drunkenness, runaways, sex offenses, stolen property, vandalism, vagrancy, and weapons offenses. In addition, LCC Public Safety Officers will respond to public fighting, criminal mischief and several other misdemeanors and felonies not represented on this list.

5.3 LCC Public Safety Criminal History Search Authority. LCC Public Safety

maintains a Law Enforcement Data System (“LEDS”) terminal. Through this system, LCC Public Safety personnel can access the National Crime Information Computer system, which includes criminal history data, wants and warrants, stolen vehicle information, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

5.4 LCC Public Safety Enforcement of Student Code of Conduct and College

Policies. LCC Public Safety authority also includes the enforcement and investigation of all aspects of the Student Judicial Code of Conduct and other College regulations. When violations are committed by a College student, LCC Public Safety Officers may issue an Order to Appear that refers the individual to the Judicial Advisory division of Office of Student Affairs. LCC Public Safety may also pursue the matter as a criminal offense, or may do both depending on the nature of the violation.

Officers will routinely exercise authority in areas where public safety (where “public” means any person on a LCC campus), maintenance of order, the interests of a peaceful community, or the safety of others are concerned.

LCC Public Safety will exercise authority and responsibility for incident command, scene command, or support staff for disasters, and potential disasters (such as, but not limited to, bomb threats and other terrorist threats).

LCC Public Safety does have direct radio interoperability with the Lane County Sheriff’s Office, Eugene City Police Department and the Goshen Fire Department.

Lane Community College does not have any recognized off-campus student organizations.

5.5 LCC Public Safety Mandatory Reporting Requirements. LCC Public Safety is a mandatory reporting agency and therefore must report instances of alleged assault or abuse of:

- a) Children under the age of 18;
- b) Elderly, 65 and over;
- c) Adults with developmental disabilities;
- d) Adults with mental illness;
- e) Residents in nursing facilities.

5.6 Off-Campus Criminal Activity. The Lane County Sheriff’s Office (for the Main Campus) and Eugene Police Department (for the Downtown Campus, Wildish Building and Flight Aviation Facility at the Eugene Airport) have primary jurisdiction in all areas within county or city limits, respectively. At the Cottage Grove Center and Florence Center, the Cottage Grove Police Department and the Florence Police Department have primary jurisdiction of those areas within their city limits. The LCC Public Safety Department enjoys a close working relationship with other law enforcement agencies, utilizing a cooperative team approach with the Lane County Sheriff’s Office and the local city police departments when violations of federal, state, or local laws arise.

6. Crime Prevention and Security Awareness (www.lanecc.edu/cops/eplan.htm)

6.1 Security Awareness. The LCC Public Safety Department is a community-oriented, public safety agency that practices a community-oriented policing approach to fully engage the campus community. This collaborative process identifies and addresses many community problems.

LCC Public Safety is committed to a problem-solving model that integrates LCC Public Safety services into the learning experience. LCC Public Safety Officers are encouraged to try new and otherwise non-traditional law enforcement methods in working closely with the community they serve.

Persons who feel threatened or frightened by the behavior of someone else while on the LCC campus, should contact LCC Public Safety at (541) 463-5558 or if it is an emergency, (541) 463-5555. If someone else is frightened or is threatened by the behavior of another person, contact LCC Public Safety on that person's behalf. It is the responsibility of each person to contribute to the safety of the entire community by taking action when necessary to prevent crime. Remember, campus safety and security is a shared responsibility.

Security Awareness and Crime Prevention information is distributed to the campus community via the staff newsletter *Lane Weekly*, the student newspaper *The Torch*, and the monthly LCC Public Safety Newsletter, *Safer Campus*. Information is also presented through several LCC Public Safety presentations throughout the year and by LCC Public Safety Officers who utilize crime prevention cards to identify and correct unsecure conditions.

6.1.1 Staying Safe on Campus. When crimes occur on campus, the campus community will be informed. It is LCC Public Safety's goal to keep community members informed so that they may take precautions and avoid becoming a crime victim. LCC Public Safety tracks, evaluates, and distributes crime data. For questions or additional information, call at (541) 465-5558 or email LCC Public Safety at lccpublicsafety@lanecc.edu.

6.1.2 Safety Tips

- Stay alert and plan ahead for "What if..."
- Always be aware of your surroundings.
- Use the "buddy system" while out and about. There really is "strength in numbers."
- If possible, do not walk or jog alone after dark. If you go out alone, let someone know where you are going and when you are going to return.

- If you witness something suspicious, call 9-1-1.
- If threatened, attract attention by making loud noises or by screaming. Use of an LED flashlight or a whistle can also attract attention.
- If you feel threatened, seek out a safe place or a place where there are a lot of people, like a business. Call 9-1-1 immediately.
- Take appropriate steps to secure your personal property. Never leave valuables unattended for any amount of time.
- Never leave valuables in plain view inside your vehicle. Always lock your doors and windows.
- If you use a bicycle, use only a U-Bolt type lock. Steel cable locks can be easily cut in less than 3 seconds.
- Take note of the four (4) emergency blue-light telephone boxes on campus. Do not hesitate to use them when needed.
- If you must walk at night, remember the following:
 - Always carry a fully charged cell phone, with emergency numbers pre-programmed.
 - Do not wear head phones while walking or jogging.
 - Avoid isolated or dark areas.
 - Walk near curbs, away from alleys and doorways.
 - Walk at a brisk pace; be aware of anyone walking behind you.

6.2 Crime Prevention Programs. LCC Public Safety services include several crime prevention programs. Programs include:

6.2.1 Orientation to LCC Public Safety Services with Q/A Session. Officers will share an overview of LCC Public Safety responsibilities, operations, and objectives. Officers will explain how LCC Public Safety is different from the security and police agencies and what services LCC Public Safety will provide.

6.2.2 General Crime Prevention. Officers will present general information on keeping offices, personal belongings and vehicles secure on campus. Officers will discuss typical criminal methods for common crimes, crime on campus, and easy strategies for preventing and discouraging criminal activity.

6.2.3 Violence in the Workplace. Officers will provide information on violence in the workplace in the United States. They will also share information about escape strategies, de-escalation, collaborative efforts to defuse situations, safety considerations in the workplace, description training, communicating with LCC Public Safety, reporting concerns, and other important aspects of recognizing and responding to escalated or potential violent situations. **Note:** participants will be required to role play and practice skills learned.

6.2.4 Personal Safety. Officers will provide tips and strategies for maximizing personal safety in the class room, work area, en route to your vehicle and in transit home. Officers will share information about Orders for Protection, Temporary Restraining Orders, telephone harassment, threats, and stalking. In addition, Officers will broadly discuss and give context to personal safety incidents that have occurred on campus.

6.2.5 Preparing for an Active Shooter. Officers will discuss recommended procedures and individual roles in response to an Active Shooter on campus. Safe rooms, evacuation routes, finding shelter decisions, various characteristics and motivations of Active Shooters, and the role of LCC Public Safety will be discussed. Departments may collaborate with LCC Public Safety to produce a department response plan. **Note:** This orientation is designed to raise awareness. It is the responsibility of each staff to develop and practice their own unique response plan.

6.2.6 Sexual Assault Prevention and Response. Officers will present information on sexual assault in the United States. Topics will include: Date rape, acquaintance-rape, date-rape drugs, and what to do if an individual is assaulted. (www.lanecc.edu/cops/assault.htm)

6.2.7 Self Defense. Officers will discuss ways to escape from an aggressor and (failing that) a few basic moves to disengage, kick, strike, and summon assistance. Session will require all participants to practice a few select moves until proficiency is accomplished.

6.2.8 Security Survey – This service is by appointment. Officers will conduct a survey of employee work areas, building interiors and exteriors. A report will be generated with specific recommendations.

Programs are free and are both scheduled events as well as delivered on request. Programs are offered to students, faculty, staff, and student organizations. Information regarding scheduled LCC Public Safety programs is found at (www.lanecc.edu/psd/).

In addition, LCC Public Safety provides free of charge to students, staff, and faculty, safety escorts and battery jump starter units. Emergency red phones are distributed through buildings and blue phones are located in parking lots L, N, the LTD bus station, and outside of building 3.

6.3 *Crime Prevention Tips*

6.3.1 **Office Security.** Personal safety and the protection of personal and campus property starts a few simple steps:

- Keep purses, wallets, or other valuables on your person at all times or lock them in a drawer or closet.
- Never leave your keys lying around.
- Cash left on your desk or in an unlocked drawer is a great temptation to thieves.
- Identify the authority, authorization, or sponsor of persons asking for confidential information or from delivery or repair people who want to enter a restricted area.

6.3.2 **Key Control** (www.lanecc.edu/cops/keys.htm)

- Do not leave keys or key cards unattended or in unsecure areas such as: on top of desks, inside drawers, or within locks.
- Do not loan LCC assigned keys or keycards to others.
- If keys or keycards are lost or stolen notify LCC Public Safety immediately.

6.3.3 **Property Protection.** Theft is always a concern on campus. To prevent theft:

- Engrave personal property, such as a coffee pot, radio, or calculator, with your Driver's License number, (i.e.: **OR123456DL**.)
- Keep a written record of all valuables, including descriptions and serial numbers.

6.3.4 **Bicycle Theft.**

- Lock your bike! It only takes a moment to steal an unlocked bicycle.
- U-lock style bike locks are best. Cables and padlocks can be easily cut.
- Register your bicycle with LCC Public Safety. This is a free theft prevention and recovery program.
- Lock bicycle frames to bike racks. Remember, front wheels can be

easily removed.

6.3.5 Personal Safety. The most effective deterrence against crime is an aware and alert public. These additional precautions will assist individuals with personal safety.

- Employees who work late should arrange to leave with a co-worker or call LCC Public Safety for a safety escort. Lock office doors and windows if working late alone.
- Refrain from getting in elevators with people who look out of place or behave in a strange or threatening way. Always immediately report suspicious people or conditions to LCC Public Safety.
- Individuals, who believe they are being followed, should go to an office where there are other people and contact LCC Public Safety.
- Vary walking routes to home, transit, and parking areas.
- Be alert to suspicious persons or vehicles.
- Carry a fully charged cell phone with emergency numbers pre-programmed into the device and ready to dial.

6.3.6 Parking Lot Safety

- Keep motor vehicles locked.
- Keeps keys in your hand when you return to your vehicle. Check the interior before entering your car.
- Report suspicious persons lurking in the parking lot to LCC Public Safety.
- Remove all valuables from your car. Leave them at home or lock them in the trunk.
- If you work late, ask a co-worker to escort you to the parking lot or call LCC Public Safety for a safety escort.

6.3.7 Feel Threatened?

- Stay calm. Pay attention to your instincts and feelings about the perceived threat.
- Decide what to do in various situations before they occur. Try role-playing with a friend.

- If you are confronted by someone who wants property, give it to them.
- Try to get an accurate description of the assailant and the assailant's vehicle. If a vehicle is involved, get the license number and call LCC Public Safety.

6.3.8 Incident Reporting (www.lanecc.edu/cops/crime.htm)

- Report all crimes, no matter how minor they may seem. Notify LCC Public Safety of all suspicious persons or activity.
- If you notice any suspicious people or activity, notify LCC Public Safety immediately.
- Post 9-1-1 and LCC Public Safety emergency phone number (541) 463-5555 near your phone.
- Report any broken or flickering lights, dimly lit corridors, doors that don't lock properly, etc. to Facilities Management Planning at (541) 463-5216.
- For additional information regarding LCC Public Safety's crime reporting policies visit <http://www.lanecc.edu/cops/crime.htm>.

7. Alcoholic Beverages and Controlled Substances Policy. (Employees: www.lanecc.edu/cops/lccprvnt.htm) (Students: www.lanecc.edu/cops/lccprvn1.htm)

Board of Education Policy No. D.050 provides: No person may bring onto college property or into any college-owned facility or to any college-sponsored class or activity any intoxicating beverage, controlled substances, volatile inhalants, for the purpose of mind or mood alteration, except in the situations specified in this policy. No person may appear on college property or in any college-owned facility or in any college-sponsored class or activity under the influence of any of the above mentioned substances. Under no circumstances shall alcohol be served at college-sponsored activities to underage minors as defined by state law. Exceptions to the policy are as follows:

7.1 Alcoholic Beverages may be Used/Served:

7.1.1 For cooking and/or instructional purposes in food preparation labs or classes related to the science and/or service of alcoholic beverages.

7.1.2 At college-sponsored activities using procedures specified in administrative rules at college activities catered by legally licensed and insured businesses or agencies, using procedures specified in administrative rules (ex.: <http://www.lanecc.edu/cops/foodalc.htm>).

7.1.3 With appropriate documentation, medical marijuana, prescription opiates, or other psychoactive medications, may be used as legally prescribed by a licensed practitioner. However, according to statute, marijuana cannot be ingested on campus even with a medical marijuana card.

7.1.4 Glue and thinners may be used in class-related lab environments and in facilities construction and maintenance.

7.2 Enforcement of Drug Laws. LCC Public Safety will refer all student alcohol or illegal substance violations of College policy or federal, state and local law to the Executive Dean for Student Affairs for judicial review. In addition, LCC Public Safety may also refer the matter to local law enforcement agencies for possible investigation and prosecution. For more information go to: <http://www.lanecc.edu/cops/lccprvn1.htm> and to the Student Code of Conduct at <http://www.lanecc.edu/cops/conduct.htm>.

7.3 Drug and Alcohol Education Programs. Lane Community College maintains drug and alcohol abuse educational programs in compliance with Section 120(a) of the HEA. A description of these programs may be found at: <http://www.lanecc.edu/cops/subabuse.htm>. Also go to <http://www.lanecc.edu/stuact/subabus.htm>.

SUBSTANCE ABUSE PREVENTION PROGRAM ATTENDANCE

	January 1, 2010 to December 31, 2010
Enrolled in “Introduction to Addictive Behavior” and/or “Understanding Addictive Behavior” classes	110
12-Step Program Student Attendance	Approximately 200 (based on average weekly attendance)
Students using counseling services for substance issues	61
Substance related counseling session held	142
Student Conduct Code substance abuse violations*	1
Students involved with substance abuse violations	1
Students receiving sanctions arising out of substance abuse violations	1

*PCS: Possession of a Controlled Substance (Marijuana)

7.4 Substance Abuse Prevention Policy. Lane distributes a Substance Abuse Prevention statement annually to both students and staff in compliance with the [Drug-Free Schools and Communities Act Amendments of 1989](#).

7.4.1 **Student Statement.** The [Student Statement](#) is published in the College catalog and in each class schedule. The master electronic copy resides in Institutional Research, Assessment and Planning. The office of Substance Abuse Prevention is responsible for updating that copy.

7.4.2 **Staff Statement.** The [Staff Statement](#) is published and distributed by the Substance Abuse Prevention office. The original electronic copy resides in the Substance Abuse Prevention office.

7.4.3 **Voluntary Counseling.** Counseling services are available on a drop-in basis during open hours at the College's Counseling Department in Building 1. What is discussed with a counselor will remain private and confidential unless: (a) the counselor is given permission to share it with others; (b) there is potential danger to self or others; (c) it involves child or elder abuse; or (d) disclosure is requested by court order.

As a matter of policy, counselors are encouraged to inform the person being counseled of the procedures to report crimes on a voluntary basis for inclusion in the college's annual crime statistics.

8. Sexual Assault Prevention and Response Policy. LCC's Women's Program provides integrated, comprehensive services and programs for women. In addition to a Women's Center, the Women's Program provides advocacy services, support for women in transition, counseling and referral services. See <http://www.lanecc.edu/wp/index.htm>.

8.1 Prohibited Conduct. Rape, sexual assault, forced or unwanted sexual contact, sexual or physical abuse, and stalking of any kind, or the threat of such conduct, on property owned, leased, or controlled by the College is prohibited.

8.2 Unwanted Sexual Contact. Sexual contact shall be considered unwanted or without consent if:

8.2.1 No clear consent is freely given;

8.2.2 Inflicted through force, threat of force, or coercion; or

8.2.3 Inflicted upon a person who is unconscious, or without the physical or mental capacity to give consent. Impairment caused by alcohol or drugs may be considered without consent.

8.3 Harassment Policy (<http://www.lanecc.edu/cops/racialh.htm>). LCC has a zero tolerance policy regarding all forms of harassment. Any proven harassment will result in immediate and appropriate action to stop the harassment and prevent its recurrence, including employee discipline consistent with collective bargaining agreements, or student sanctions. Remedial action will be designed to stop the harassing behavior. Any remedial action will be in keeping with the educational mission of the College. Whether or not the alleged harassing behavior is sufficiently severe or

pervasive to be judged a violation of this policy, the College may take action to address a complainant's concerns and to ensure that LCC, as a workplace and as an academic institution, maintains a respectful environment. All forms of harassment, including student-to-student harassment, are covered by LCC's harassment policies. Incidents of harassment may bring about sanctions up to and including termination of employment or expulsion from the college. The Lane Community College Women's Center (<http://www.lanecc.edu/wp/women.htm>) provides resources, referrals and information to assist individuals with crisis intervention and problem solving and support where there are domestic violence issues.

8.4 Sexual Harassment Policy (www.lanecc.edu/cops/sexh.htm). Sexual discrimination in the form of sexual harassment is prohibited. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and/or other verbal, written, visual, or physical sexual conduct that makes the terms or conditions of academic success or of employment contingent on the acceptance of unwanted sexual advances. Sexual harassment is behavior that negatively affects employment or educational opportunities, or that creates an intimidating, hostile, or offensive environment for one of the parties.

8.5 Reporting Sexual Assault. Any student or staff member who feels they are a victim of any form of sexual assault is strongly encouraged to report this immediately to the LCC Public Safety Department, Lane County Sheriff's Office, or other appropriate law enforcement agency. The LCC Public Safety Office will assist victims in contacting a specific agency and will provide security to victims while awaiting law enforcement assistance.

In addition to filing a complaint with a law enforcement agency, victims of all forms of sexual assault under this policy may use the College complaint processes.

Complaints of unwanted sexual contact that do not rise to the level of assault should be handled through the [sexual harassment complaint process](#).

The Student Complaint Procedure provides for both [formal](#) and [informal](#) complaint resolution. Staff complaints may be filed with the Director of Human Resources or the Director of the Women's Program. Complaints may be filed with the LCC Public Safety office by contacting that office at (541) 463-5558.

8.6 Education and Assistance. Information and assistance to advise and assist victims/survivors of these offenses is available through the following College offices, which also are available to present educational and risk-reduction programs for staff and students.

Counseling Center (541) 463-5322
Public Safety (541) 463-5558
Health Clinic (541) 463-5665
Women's Center (541) 463-5353

8.7 Medical Services. Victims of rape or any form of sexual assault are strongly encouraged to seek immediate medical assistance from Student Health or the nearest hospital. For assaults occurring on college property after hours contact the LCC Public Safety Office and they will contact emergency service personnel to respond and assist.

8.8 Support services and contact numbers.

On campus: Counseling Center (541) 463-5322
Public Safety (541) 463-5558
Health Clinic (541) 463-5665
Women's Center (541) 463-5353

Off campus: Sexual Assault Support Services (541) 343-7277 or 1-800-788-4727
Victims Assistance Program (541) 682-4523
McKenzie Willamette Hospital (541) 726-4400
Sacred Heart Hospital (541) 686-6931
Peace Harbor – Florence (541) 997-8412
Cottage Grove Community Hospital (541) 942-0511

8.9 Sexual Assault Victims/Survivors Rights. Sexual assault victims/survivors have the following rights:

8.9.1 To be free from any suggestions that victims must report the crimes in order to be assured of any other right provided under this policy and to have any allegations of sexual assault treated seriously; to be treated with dignity; to be free from any suggestion that victims are responsible for the commission of crimes against them; to be free from pressure from campus personnel to: report crimes if the victim does not wish to do so; report crimes as lesser offenses than the victim perceives the crime to be; refrain from reporting crimes; refrain from reporting crimes to avoid unwanted personal publicity.

8.9.2 To be notified of existing campus and community-based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities;

8.9.3 To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking counseling; and

8.9.4 To be notified of options for changing academic situation.

Both the accuser and accused have the same opportunity to have others present at any hearing, and both parties shall be informed of the outcome of any disciplinary proceedings.

For additional information on Sexual Assault Response and LCC Public Safety procedures, go to:
<http://www.lanecc.edu/cops/assault.htm>.

8.10 Sanctions. College imposed sanctions or discipline does not relieve the accused of possible criminal or civil liabilities from outside the college.

8.10.1 **Student Sanctions:** Sanctions may be imposed by the judicial advisor upon any student, group or organization under the [Student Code of Conduct \(www.lanecc.edu/cops/conduct.htm\)](http://www.lanecc.edu/cops/conduct.htm).

8.10.2 **Staff Sanctions:** Any employee of Lane Community College who violates this policy is subject to disciplinary action, up to and including termination of employment. Staff will have due process and just cause protection under applicable contracts and working agreements.

8.11 LCC Public Safety Response Recommendations for Victims and Responders.

8.11.1 Guidance for Victims of Sexual Assault.

The VICTIM of a sexual assault SHOULD:

- a) Get to a safe place.
- b) Get medical attention (LCC Public Safety or other law enforcement can assist you with this).
- c) Wrap in something warm, such as a blanket or coat.
- d) Call 5555 on the main campus (911 on all other campuses).

The VICTIM of a sexual assault SHOULD NOT:

- a) Shower or bathe.
- b) Brush or comb hair.
- c) Douche or go to the bathroom.
- d) Change clothes.
- e) Eat or drink anything.
- f) Brush or rinse teeth.
- g) Touch things at the crime scene.

8.11.2 **Guidance for Responders to a Sexual Assault.** Where a sexual assault has occurred, RESPONDERS (including LCC Public Safety Officers) will follow the following guidelines:

- a) Take no action that would disturb or eliminate evidence associated with fingerprints, bite marks, broken fingernails, documents, blood/body fluids, blood/fluid splatters, firearms, tool marks, hair, fibers, paint or glass.

- b) Safeguard the scene.
- c) Take photos, sketch (if appropriate) and take a preliminary statement from the victim and any witnesses.
- d) Seal off the area and provide support for responding Lane County Sheriff's Office or other responding law enforcement units.
- e) Establish a crime scene log (persons leaving/arriving, time, date).
- f) Establish a chain-of-custody consistent with law enforcement best practices.

9. Sexual Offender Registration. Under current state law, computerized sex offender information can be obtained through the [Oregon State Police](http://sexoffenders.oregon.gov/) through the sex offender registration information line at (503) 378-3720 extension 4429 or through the Oregon State Police web-search at <http://sexoffenders.oregon.gov/>. This computerized database can access sex offender information by name, address, zip code or county. For additional information about sex offender registration you may wish to contact:

Oregon State Police Sex Offender Registration Unit, 400 Public Service Bldg. Salem, OR 97310; phone (503) 378-3720 x 4429

Lane County Health and Human Services Community Corrections - Adult Probation and Parole, 165 E. 7th Room 300 Eugene, OR 97401; phone (541) 682-3040.

10. Emergency Response.

10.1 Emergency Response Plan. The college's emergency plan is available online at <http://www.lanecc.edu/cops/eplan.htm> ("E-Plan"). The E-Plan provides detailed operational procedures and protocols for the following emergencies: Active Shooter, Aircraft Incidents, Bomb Threat, Fire or Explosion, Hazardous Material Accidents, Natural Disasters, Severe Weather, and Utility Failures. College response to other types of emergencies, including but not limited to the following are also detailed in the online E-Plan: Criminal Activities, Physical Injuries and Medical Emergencies, Psychological and Emotional Trauma. The Lane Community College E-Plan includes a separate Employee Emergency Manual that provides quick reference information and is distributed to all employees; and a separate Management Emergency Manual (Red Book) for the Emergency Response Team (ERT), containing more detailed procedures for their use. The College conducts "practice" evacuation procedures monthly when possible but not less than once per quarter term.

10.2 Emergency Contact Numbers. For any emergency, use the following contact numbers from a campus telephone. If calling from a telephone off-campus, include **(541) 463** before dialing the four digit number:

- Police, Fire, Medical 911 Emergencies 5555
- Medical Emergencies 5555

- Counseling / Consultation 8888
- Public Safety Department 5558
- Facilities Management 5216
- After Hours Emergencies 5555
- Campus Operator 0

10.3 *Emergency Response Team.* The College has an ongoing Emergency Response Team (“ERT”) that is comprised of the following key campus personnel:

- Emergency Director: Chief Financial Officer
- Designee Emergency Director: Manager of Public Safety
- Public Safety Officer on duty
- Public Information Officer
- Facilities: Director of Facilities Management and Planning
- College President
- VP for Academic and Student Affairs
- Chief Information Officer
- Executive Assistant to the President
- Health Clinic Director
- Risk Management Specialist

When a potential or actual emergency is identified, students or staff should immediately notify the Emergency Director or LCC Public Safety Manager at (541) 463-5555. The Emergency Director consults with the Emergency Response Team (ERT) to determine the nature and extent of any emergency. If it is determined that an emergency exists, the Emergency Response Team convenes at the pre-determined location listed in the Red Book. The ERT then decides on an appropriate course of action, the content of a public statement and appropriate actions given the nature of the situation.

10.4 *Evacuation.* Physical emergencies may warrant evacuation of a building or campus. A decision to evacuate will be communicated to all affected individuals. The methods of communication will depend on the event, potential harm to people and property, and the urgency required. Specific evacuation procedures have been developed for physically impaired people and property, and the urgency required. Specific evacuation procedures have been developed for physically impaired individuals.

10.5 *Decision Making for Evacuation.* The Emergency Response Team (ERT) will

assess the event and determine if evacuation of all or part of the campus is indicated. If evacuation is deemed necessary, LCC Public Safety and Facilities Management personnel will coordinate this activity and request appropriate local government agency support as necessary.

10.6 *Communications for Evacuations.* The LCC Public Safety Manager or designee will, when circumstances warrant: Initiate evacuation of a building, buildings or the entire campus upon direction of the ERT; Ensure all students, employees and visitors are safely evacuated from the affected area(s) including rapid response to individuals with physical impairment; and notify Facilities Management and local agencies to provide support as necessary.

10.7 *To Ensure the Safety of the Community During an Evacuation, Take the Following Steps:*

10.7.1 Do not use building elevators in case of fire or earthquake, use nearest stairway.

10.7.2 Walk, do not run, to the nearest exit.

10.7.3 Leave the building and move a safe distance away, preferably to the nearest parking lot. Do not obstruct emergency personnel or vehicles.

10.7.4 Designated staff should check restrooms, library, cafeteria, and other common areas and advise employees and students of evacuation.

10.7.5 Take purses and backpacks when evacuating. Close doors but do not lock them.

10.7.6 You may return to a building when you are told it is safe to do so by LCC Public Safety, Facilities Management, Executive Team, other responding emergency management personnel, or when the alarm stops sounding.

10.8 *When Evacuation of Persons with Disabilities is Necessary, Staff are Instructed to:*

10.8.1 Remain calm and reassuring;

10.8.2 Give assistance to persons with disabilities. Ask them what their needs are;

10.8.3 Request assistance from those near you, if needed;

10.8.4 Exit building if possible; if not, proceed to the nearest evacuation area or move toward the nearest marked exit (these are evacuation areas). Do not use the elevator in case of fire or emergencies that might affect electricity;

a) The wheelchair occupant or person with disability may use the building elevators only if it can be done safely;

b) The wheelchair occupant or person with disabilities should remain in the evacuation area until rescue personnel arrive. All evacuation areas will be checked first by emergency personnel.

11. Crime Statistics. The LCC Public Safety Department is responsible for collecting and reporting campus crime reports.

The definitions used for reporting crimes are in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program and other federal crime reporting definitions as set forth in Appendix A to Subpart D of 34 CFR 668: "Crime Definitions in Accordance With the Federal Bureau of Investigation's Uniform Crime Reporting Program."

The Crime Statistics Report for Lane Community College campuses is derived from the following sources:

- a. Lane County Sheriff's Department
- b. Lane County Attorney's Office
- c. Eugene Police Department
- d. Eugene City Attorney's Office
- e. Florence Police Department
- f. Cottage Grove Police Department
- g. Lane Community College Public Safety Department
- h. Office of Academic & Student Affairs
- i. Human Resources Department
- j. Campus Security Authorities

The information is cross-checked to eliminate double-counting reports from the same incident. Also, a review of all reports is made to verify the crime classification for each type of incident as it relates to the Clery reporting guidelines.

PUBLIC PROPERTY

Criminal Offenses Public Property	Main Campus			Cottage Grove Campus			Florence Campus			Downtown Campus			Flight Technology			Wildish		
	08	09	10	08	09	10	08	09	10	08	09	10	08	09	10	08	09	10
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	1	0	0	-	0	0	1	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	1	0	0	-	0	0	0	0	0
Sex offenses – Forcible	0	0	0	0	0	2	0	0	0	1	0	0	-	0	0	0	0	0
Sex offenses – Non-forcible (include only Incest and Statutory rape)	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	2	1	3	-	0	0	0	1	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	1	1	1	-	0	0	1	2	0
Burglary	0	0	0	1	0	0	0	0	0	3	0	0	-	0	0	9	7	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	5	3	3	-	0	0	6	7	3
Arson	0	0	0	2	0	0	0	0	0	0	0	0	-	0	0	0	0	1
Weapons [Arrest/Referral]	0	0	0	0	0	0	0	0	0	1A	0	7A	-	0	0	1A	0	0
Drugs [Arrest/Referral]	0	0	0	16A	0	2A	0	0	0	10A	19A	60A	-	0	0	6A	25A	0
Alcohol [Arrest/Referral]	0	0	0	2A	0	1A	0	0	0	13A	19A	61A	-	0	0	4A	29A	0
Documented Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	1€	-	0	0	0	0	0
Notes	€- Hate crime, robbery based on race (EPD)																	

ON CAMPUS PROPERTY

Criminal Offenses On-Campus	Main Campus			Cottage Grove Campus			Florence Campus			Downtown Campus			Flight Technology			Wildish		
	08	09	10	08	09	10	08	09	10	08	09	10	08	09	10	08	09	10
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	0	0
Sex offenses – Forcible	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	0	0
Sex offenses – Non-forcible (include only Incest and statutory rape)	0	0	0	0	1S	0	0	0	0	0	0	0	-	0	0	0	0	0
Robbery	0	1	0	0	0	0	0	0	0	0	0	0	-	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0	-	0	0	0	0	0
Burglary	25	39	19	0	0	0	0	0	0	0	5	1	-	0	0	1	1	0
Motor vehicle theft	5	9	2	0	1	0	1	0	0	0	0	0	-	0	2	0	0	0
Arson	0	0	0	0	1	0	0	0	0	0	0	0	-	0	0	0	0	1
Weapons [Arrest/Referral]	0	1R	2R	0	0	0	0	0	0	0	0	0	-	2A	2A	0	0	0
Drugs [Arrest/Referral]	4R	9R 1A	1A 1R	0	5A	0	0	0	0	1A	0	0	-	13A	5A	0	0	0
Alcohol [Arrest/Referral]	0	0	0	0	0	0	0	0	0	2A	2A	0	-	0	1A	0	0	0
Documented Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	-	0	0	0	0	0
NOTES																		